

Extension procedure summary

Student extension request procedure

All assessments/assignments are to be submitted by the due date set. This is a condition of enrolment. Applications for extensions should only be lodged due to legitimate and reasonable circumstances, and may not be granted.

Please read the 'Extension Policy & Procedure' for full details, including explanations of scheduled unit completion implications, extension request types, limitation dates and special circumstances requests. The procedure for requesting extensions can be summarised as follows:

1. Assignment extension [within the study period]:
 - a) **one week or less** request
 - student may contact lecturer directly
 - no extension request form required
 - b) **one to two week request**
 - 'general extensions' category
 - extension request form required for lecturer approval
 - c) **longer than 2 weeks**
 - 'special circumstances' category applies
 - extension request form required for lecturer approval

2. Unit extension [beyond the study period]:
 - a) **after end of semester/trimester—up to unit limitation date**
 - 'general extension'
 - extension request form required for Head of School [HoS]/lecturer approval
 - See 'standard unit limitation dates' in extension policy & procedure
 - b) **after end of semester/trimester—exceeding unit limitation date**
 - 'special circumstances' extension
 - required if student cannot complete unit by the standard limitation date
 - conditions are 'extenuating special circumstances beyond your control or not reasonably foreseeable during an enrolled scheduled unit of study'
 - extension request form required for HoS/lecturer approval. Any extension requests beyond the end of the calendar year require consultation with and approval by the Academic Dean or Executive Dean.

Extension request forms can be downloaded from the ALC website at www.alc.edu.au/studentInformation/forms/.

The extension request form may be submitted via

- email to extensions@alc.edu.au
- post to
ALC
Attention: Extensions
104 Jeffcott Street
North Adelaide SA 5006
- fax to 08 82677350

If a response to the extension request is not received within one week of submission, please contact the Office of Registrar on 08 82677400 or freecall number 1800 625 193 as a matter of urgency.